

# Texas Southern University

Associate/Assistant Deans' Council

Monday, June 4, 2012

3:00 p.m.

*HH Conference Room 111*

## AGENDA

**Welcome** ..... Dr. Elizabeth Brown-Guillory  
*Associate Provost and Associate Vice President for Academic and Faculty Affairs*

- **Report from the Teaching and Learning Excellence Center (TLEC)**
  - Dr. Kimberly Mitchell-McLeod, Interim Director
  
- **Review of Undergraduate Programs**
  - Dr. Chander Mehta, Interim Executive Director of Institutional Assessment, Planning, & Effectiveness
  
- **Report from the University Curriculum Council**
  - Dr. Jafus Cavil, Vice Chair

**Associate Provost Updates** ..... Dr. Elizabeth Brown-Guillory

- Discussion of May Commencement and Input for Improvement
- Back to Basic Summer Institute (call for motivational speakers)
- Status and Plan of Action for Low-Producing Programs
- Faculty Panels for Fall Opening Faculty Meeting
- Suggestions for New Faculty Orientation
- Establishment of Departmental Curriculum Committees
- Annual Course Inventory Updates (due August 1, 2012 or sooner)
- Update on Textbook Orders
- Course Scheduling Updates

# ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

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Monday, June 4, 2012  
3:00 p.m.  
Hannah Hall Room 111

## *Council Chair*

Dr. Elizabeth Brown-Guillory, Associate Provost and Associate Vice President for Academic and Faculty Affairs

## *Council Members Present*

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

## *Council Members Absent With Representation*

Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences, represented by Dr. Estes, Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education, represented by Dr. Davis, Interim Associate Dean for Student Affairs, College of Education
Dr. Aisha Morris-Moultry	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences, represented by Dr. Estes, Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences

## *Council Members Absent*

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

## *Others Present*

Dr. Jafus Cavil	Vice Chair, University Curriculum Council
Dr. Chander Mehta	Interim Executive Director, Institutional Assessment, Planning, & Effectiveness
Dr. Kimberly Mitchell-McLeod	Interim Director, Teaching and Learning Excellence Center
Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

## *Opening*

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Michael Sollars moved to approve the minutes; it was seconded by Dr. Maurice Mangum.

### A. Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, updated the council on the Center's Spring 2012 and Fall 2012 offerings/programs. She added that upcoming sessions would be 75 minutes and would also rotate giving faculty time to attend various sessions.

### B. Review of Undergraduate Programs

- Dr. Chander Mehta, Interim Executive Director of Institutional Assessment, Planning, & Effectiveness, spoke to the council about the guidelines for undergraduate program review. He reminded council members that most programs are reviewed on a five to seven year cycle. Dr.

Mehta also asked council members to download the timeline, review schedule and guidelines from the Office of Institutional Effectiveness webpage located under the Division of Academic Affairs and Research. He announced that his office would be overseeing the review of seven programs in AY 2012-2013.

#### C. University Curriculum Council

- Dr. Jafus Cavil, Vice Chair of the University Curriculum Council, spoke to the council about Classification of Instructional Programs (CIP) codes (course inventory) and the importance of vetting on every level, including department, college, or university level, and to have a speaker, who has been a part of the vetting process, come to UCC meetings to speak on any issues that may come up. He added that only proposals that have gone through the entire process will be sent to Dr. Brown-Guillory for administrative signatures and to be uploaded to the Texas Higher Education Coordinating Board (THECB). He also spoke about the UCC coding system for proposals, a numerical code given to aid in review/lookup of the status of a proposal. Dr. Cavil informed the council that the turnaround time for proposals, from inception in the department to uploading to the THECB, can be 30-60 days but up to six months depending on course-specific issues that may arise.

#### D. Discussion of May Commencement and Input for Improvement

- Dr. Brown-Guillory reported that many had expressed concerns over students leaving before the ceremony is over. She asked the council for ideas to curb inappropriate behavior. Council members offered several potential solutions including giving students vouchers to turn in at the ceremony's closing that would allow them to have their diplomas shipped free of charge.

#### E. TSU Back to Basics Summer Institute

- Dr. Brown-Guillory announced that Chevron was, for the third year in a row, funding Back to Basics, a summer institute which she founded in 2010. She asked the council to assist her in identifying professors and other potential motivational speakers for the Institute scheduled for June 11-22, 2012. She said the speakers should be available to speak during the lunch hour for about 30-45 minutes to a group of high school students, 16-18 years of age.

#### F. Status and Plan of Action for Low-producing Programs

- Dr. Brown-Guillory reminded the council of the need to strengthen all programs identified as low-producing programs. She further reminded the council that any programs given extensions will likely be terminated by the THECB if they do not show growth.

#### G. Update on Textbook Orders

- Dr. Brown-Guillory informed the council that Mr. James Burch, TSU Book Store Manager, had reported that only 58% of book orders had been turned in for the fall. She passed out the bookstore's report and asked the council to review it and make any changes or additions as

necessary. She urged council members to follow up with department chairs to ensure that book orders have been placed.

*Adjournment:*

Dr. L. Darnell Weeden moved to adjourn the meeting, and it was seconded by Dr. Maurice Mangum. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, July 16, 2012 at 3:00pm in the Hannah Hall Conference Room 111.

*Minutes Submitted by:*

Ms. Tiffany Vaughner

*Approved by:*

Associate Provost Elizabeth Brown-Guillory